

Signing GU West Nomination form Digitally

1. Double click on the Signature box in the PDF form
2. Select “a new digital ID I want to create now” (if someone else’s signature pops up click on the dropdown menu and select “New ID”)

The screenshot shows a nomination form with fields for "9. Director's E-mail Address:", "10. Director's Phone Number:", "Name, Title of Person Endorsing:", and "Signature:". A dialog box titled "Add Digital ID" is open over the signature field. The dialog box contains the text "I want to sign this document using:" and three radio button options: "My existing digital ID from:" (with sub-options "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer"), and "A new digital ID I want to create now" (which is selected). The dialog box has "Cancel", "< Back", and "Next >" buttons at the bottom.

3. Click “Next”
4. Select “New PKCS#12 digital ID file”

The screenshot shows the same nomination form with the "Add Digital ID" dialog box open. The dialog box now asks "Where would you like to store your self-signed digital ID?" and has two radio button options: "New PKCS#12 digital ID file" (which is selected) and "Windows Certificate Store". The "New PKCS#12 digital ID file" option has a description: "Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension." The "Windows Certificate Store" option has a description: "Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login." The dialog box has "Cancel", "< Back", and "Next >" buttons at the bottom.

5. Click “Next”
6. Enter Name, Organizational Unit, Organization Name

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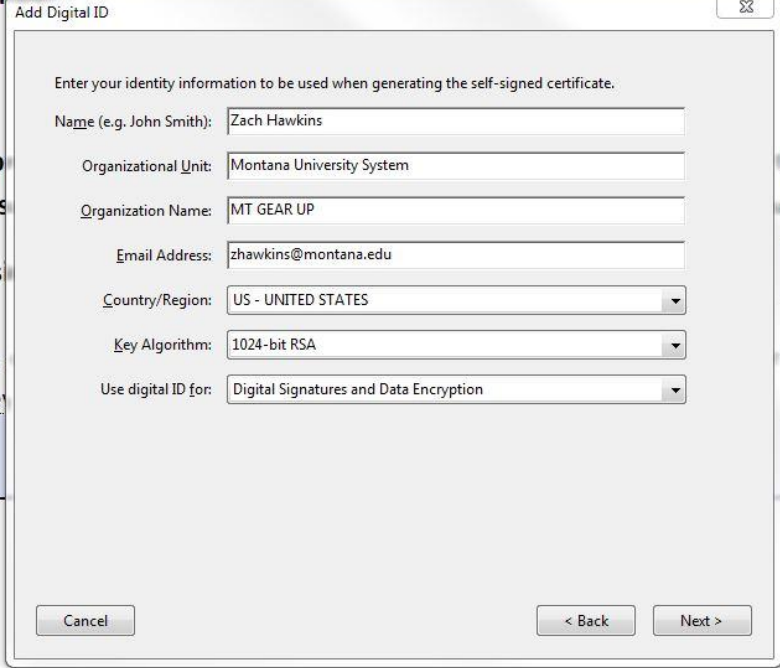
0. Director's Phone Number:

nomination must be approved and signed by the Director or, if the Director is the nominee, the supervisor of the nominee.

Name, Title of Person Endorsing the Nominee:

I hereby agree that the nominee is deserving of GEAR UP West Conference if they are selected.

Signature:



7. Click "Next"
8. Enter and confirm a password that you create
9. Click "Finish"
10. Type in password you just created and click "Sign"


10. Director's Phone Number:

This nomination must be approved and signed by the Director or, if the Director is the nominee, the supervisor of the nominee.

Name, Title of Person Endorsing the Nominee:

I hereby agree that the nominee is deserving of GEAR UP West Conference if they are selected.

Signature:



11. Save the new version with your signature to your computer (your signature will be entered after you hit save)